

# 2005-06 LCAP Secondary Accountability/Follow-up Instructions

## \*Notes:

- Accountability is done only on senior concentrators. **Do Not Complete Accountability on “Participants”**.

## STEPS:

- Access Website: [www.nd.gov/cte](http://www.nd.gov/cte) Click **Accountability** then **LCAP System Login**
- Enter **Login ID and Password**
- Click **Login** (LCAP – Main Menu will appear)
- Click on **Student Maintenance**
- Choose:

Year	<b>2005-2006</b>
Plant	<b>appropriate plant</b>
List Type	<b>12</b>
Status	<b>Concentrator</b>
- Click **Search** – This will bring up a list of your senior concentrators who will need accountability
- Click on a student’s **Name** (making sure student has “Concentrator” in the Status column)
- Under Accountability/Follow-up click on **Add**
- Complete data for student.
- Click **Save/Continue**
- Complete 5 month follow-up for student and then click **Save**
- Click **Return to Search**
- Repeat Steps 7-11 for each senior concentrator.
- When completed – click on **Main Menu** and **Logout**

**\*\*Staff with release data privileges will need to login and release data to CTE.**